

**CALL TO ORDER, ROLL CALL AND PLEDGE**

The February 6, 2018, Regular Business Meeting of the Monroe City Council was called to order by Mayor Thomas at 7:06 p.m.; Council Chambers, City Hall.

Councilmembers present: Davis<sup>1</sup>, Hanford, Kamp, Rasmussen, and Scarboro.

Staff members present: Adkisson, Farrell, Feilberg, Ginnard, Hasart, Knight, Ottow, Roberts, Swanson, and Warthan; City Attorney Lell.

The Mayor noted, without objection, the excused absence of Councilmembers Cudaback and Gamble. No objections were noted.

The Pledge of Allegiance was led by Councilmember Rasmussen.

**PUBLIC HEARING**

1. AB18-026: Resolution No. 001/2018, Declaring Certain Property as Surplus and Authorizing Its Disposition (Public Works, Parks and Recreation, Police, Finance, and Information Technology)

Mr. Jakeh Roberts, Public Works Operations and Maintenance Manager, provided background information on AB18-026 and the proposed resolution declaring equipment surplus and authorizing its disposition.

Mayor Thomas opened the public hearing. There were no persons present wishing to address City Council on AB18-026/Resolution No. 001/2018.

Councilmember Rasmussen moved to close the public testimony portion of the public hearing; the motion was seconded by Councilmember Hanford. On vote,

Motion carried (4-0).

Councilmember Rasmussen moved to close the public hearing; the motion was seconded by Councilmember Hanford. On vote,

Motion carried (4-0).

Councilmember Rasmussen moved to approve Resolution No. 001/2018, declaring certain property as surplus and authorizing its disposition (Public Works, Parks & Recreation, Police, Finance, and Information Technology); the motion was seconded by Councilmember Hanford. On vote,

Motion carried (4-0).

---

<sup>1</sup> CLERK'S NOTE: Councilmember Davis arrived at approximately 7:12 p.m. during Public Hearing #2/AB18-027.

2. AB18-027: Ordinance No. 001/2018, Amending MMC 13.08.240, Sanitary Sewer Service Area; First Reading

Mr. Ben Swanson, Community Development Director, provided background information on AB18-027 and the proposed ordinance amending the sanitary sewer service area portion of the Monroe Municipal Code. Discussion ensued regarding annexation agreements and mitigation fees.

Mayor Thomas opened the public hearing. There were no persons present wishing to address City Council on AB18-027/Ordinance No. 001/2018.

Councilmember Hanford moved to close the public testimony portion of the public hearing; the motion was seconded by Councilmember Rasmussen. On vote,

Motion carried (5-0).

Councilmember Hanford moved to close the public hearing; the motion was seconded by Councilmember Scarboro. On vote,

Motion carried (5-0).

Councilmember Hanford moved to accept as first reading Ordinance No. 001/2018, amending Monroe Municipal Code (MMC) Section 13.08.240, to establish criteria under which sanitary sewer service will be extended outside of City boundaries into the urban growth area (UGA); the motion was seconded by Councilmember Rasmussen. On vote,

Motion carried (5-0).

## **ANNOUNCEMENTS/PRESENTATIONS**

1. AB18-028: Confirmation of Salary & Civil Services Commission Appointments

Mayor Thomas provided background information on AB18-028 and the proposed appointments to the Monroe Salary and Civil Services Commissions.

Councilmember Rasmussen moved to confirm the Mayor's appointment of Susan Venegas to the Monroe Civil Services Commission and Shelley Ann Jensen to the Monroe Salary Commission; the motion was seconded by Councilmember Scarboro.

Discussion ensued regarding Ms. Venegas and Ms. Jensen's qualifications.

On vote,

Motion carried (5-0).

City Clerk Elizabeth Adkisson administered the oaths of office for Ms. Venegas and Ms. Jensen.

2. Proclamation: Recognition of Service – Sister Barbara Geib<sup>2</sup>

Mayor Thomas read a proclamation into the record recognizing Sister Barbara Geib, who passed away Sunday, February 4, 2018, for her forty-one years of service at Saint Mary of the Valley Catholic Church in Monroe, Washington, and thirty-five years of service as a City of Monroe Police Chaplain. Father Phil Bloom from Saint Mary of the Valley was present to say a few words and noted upcoming services in Sister Geib's honor.

### COMMENTS FROM CITIZENS

The following persons spoke regarding AB18-031/YMCA Professional Services Agreement: Ms. Martha Dankers; Ms. Tania Price; Ms. Karen O'Meara Pullen; Ms. Jamie Williams; and Dr. Hernandez.

### CONSENT AGENDA

1. Approval of the Minutes; January 16, 2018, Regular Business Meeting & January 23, 2018, Study Session
2. Approval of AP Checks and ACH Payments (*Check Nos. 88609 through 88659, and ACH/EFT Payments, in a total amount of \$391,232.50*)
3. AB18-029: Approval of 2019 Budget Calendar
4. AB18-030: Approval of 2018 Planning Commission and Parks Board Work Plans

Councilmember Hanford moved to approve the Consent Agenda;  
the motion was seconded by Councilmember Davis. On vote,  
Motion carried (5-0).

### NEW BUSINESS

1. AB18-031: Authorize the Mayor to Sign Professional Services Agreement with Monroe Sky Valley Family YMCA

Ms. Deborah Knight, City Administrator, noted Councilmember Cudaback's conflict of interest in the matter, for the record; and provided background information on AB18-031, the proposed professional services agreement with the Monroe Sky Valley Family YMCA, and a voucher/pass program for non-member residents of Monroe.

Councilmember Hanford moved to authorize the Mayor to sign the Professional Services Agreement with the Monroe Sky Valley Family YMCA; and expressly authorize further minor revisions as deemed necessary or appropriate; the motion was seconded by Councilmember Davis.

---

<sup>2</sup> CLERK'S NOTE: Item added at the time of the meeting.

Discussion ensued regarding the voucher/pass program, reimbursement, semi-annual reporting, programs/hours of use, application process, membership criteria, financial assistance, pool use, and creation of a human services grant program for future funding opportunities with community organizations.

On vote,

Motion carried (5-0).

2. AB18-032: Authorize the Mayor to Sign Exclusive Sale Agreement (Sale of Land) with Lee & Associates for North Kelsey Real Estate Brokerage Services

Ms. Knight provided background information on AB18-032 and the proposed consultant agreement for real estate brokerage services.

Councilmember Hanford moved to authorize the Mayor to sign the Exclusive Sale Agreement (Sale of Land) with Lee & Associates Commercial Real Estate Services to act as the listing agent for the properties commonly known as North Kelsey, and expressly authorize further minor revisions to the extent deemed necessary or appropriate; the motion was seconded by Councilmember Davis.

Mr. Richard Peterson and Ms. Tiffini Connell, Lee & Associates, provided information on their experience and expertise. Discussion ensued regarding strategy and representation on a regional and local level.

On vote,

Motion carried (5-0).

3. AB18-033: Authorize the Mayor to Sign Consultant Agreement with Makers Architecture and Urban Design, LLC for Site Planning and Illustration Assistance to Market and Sell the North Kelsey Properties

Ms. Knight provided background information on AB18-033 and the proposed consultant agreement for site planning and illustration assistance to market and sell the North Kelsey properties.

Councilmember Rasmussen moved to authorize the Mayor to sign a Consultant Agreement with Makers Architecture and Urban Design, LLC for site planning and illustration assistance to market and sell the North Kelsey properties; and expressly authorize further minor revisions to the extent deemed necessary or appropriate; the motion was seconded by Councilmember Hanford. On vote,

Motion carried (5-0).

4. AB18-034: Ordinance No. 002/2018, Amending Monroe Municipal Code regarding Secondary Fire Access and Residential Yard Setbacks; First Reading

Mr. Swanson provided background information on AB18-034, the proposed ordinance amending the secondary fire access and residential yard setbacks portion of the Monroe Municipal Code, and potential minor revisions to be made prior to final reading.

Councilmember Davis moved to accept as first reading Ordinance No. 002/2018, amending Monroe Municipal Code (MMC) section 17.16.030, Street and Block Design, to increase vehicular access to residential dwelling units; amending Monroe Municipal Code (MMC) sections 18.10.170, Minimum Single-Family Zone Setbacks, 18.10.180, Minimum Multifamily Zone Setbacks, and 18.10.185, Minimum Professional Office Zone Setbacks, to remove requirements for additional yard setbacks for certain residential structures; providing for severability; and establishing an effective date; the motion was seconded by Councilmember Scarboro.

On vote,

Motion carried (5-0).

### **FINAL ACTION**

1. AB18-035: Approval of Parks Master Plans (Lake Tye Park & Cadman Site)

Mr. Mike Farrell, Parks & Recreation Director, provided background information on AB18-035 and the proposed Parks Master Plan for Lake Tye Park and the Cadman site.

Councilmember Rasmussen moved to approve the Parks Master Plans for Lake Tye Park and the Cadman Site; and direct the Mayor and Staff to docket plans into the formal adoption process into the Monroe Comprehensive Plan for the 2019 cycle; the motion was seconded by Councilmember Hanford. On vote,

Motion carried (5-0).

### **COUNCILMEMBER REPORTS**

1. City Council Legislative Affairs Committee Update [Minutes/Work Plan]

Councilmember Hanford, 2018 Committee Chair, noted the draft minutes of the January 16, 2018, City Council Legislative Affairs Committee Meeting and the draft Committee Work Plan included in the agenda materials.

2. City Council Transportation/Planning, Public Works, Parks & Recreation, and Public Safety Committee Update [Minutes/Work Plan]

Councilmember Rasmussen, 2018 Committee Chair, reviewed the draft minutes of the January 23, 2018, City Council Transportation/Planning, Public Works, Parks & Recreation, and Public Safety Committee Meeting; and presented the draft Committee Work Plan. Discussion ensued regarding WATVs and the Crosswalk Policy.

3. Individual Councilmember Reports

Councilmember Rasmussen commented on the Second Annual Chili Bowl, held January 30, 2018, and noted prizes awarded.

**STAFF/DEPARTMENT REPORTS****1. Police Update**

Deputy Police Chief Ken Ginnard noted the update included in the meeting materials and reported on the Community Outreach and Enforcement Team, ProAct Team, Narcotics K-9 Sam, Major Incidents, Personnel, and Crime Statistics (January 2018 and Year-End report for 2017). Discussion ensued regarding introducing new personnel to City Council.

**2. Public Works Update**

Mr. Brad Feilberg, Public Works Director, noted the update included in the meeting materials and reported on the Wastewater Treatment Plant (WWTP) Report, Blueberry and Kelsey Street Intersection Improvements, and Tjerne Place Phase III.

**3. Individual Reports**

Mr. Farrell reported on the open house held for the new Sky River Playground Equipment.

Mr. Swanson commented on attendance at the Association of Washington Cities (AWC) Action Days.

Ms. Becky Hasart, Finance Director, noted an upcoming fee schedule amendment for passport fees, to come into compliance with new State regulations; and a Saturday Passport Day – to be scheduled.

**MAYOR/ADMINISTRATIVE REPORTS****1. City Administrator/Legislative Update**

Ms. Knight reviewed the draft Agenda for the Tuesday, February 6, 2018, Regular Business Meeting/Study Session, the extended City Council Agenda, and the following items: upcoming Economic Development Advisory Board meeting, upcoming meeting with the East County Parks & Recreation District Board, and House Bill (HB) 2829 progress.

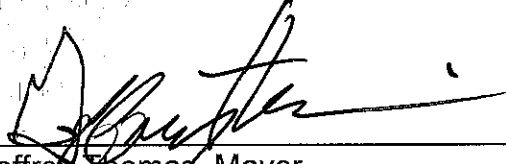
**2. Mayor's Update/Monroe This Week (*February 2, 2018, Edition No. 5*)**

Mayor Thomas noted the inclusion of Monroe This Week, Volume IV, Edition No. 5, in the agenda packet; and reported on the following items: AWC Action Days, HB 2829, meetings with local legislators (Senator Wagner and Representative Eslick), Jayme Biendl Run, and Everett Community College Advisory Board meeting.

**ADJOURNMENT**

There being no further business, the motion was made by Councilmember Rasmussen and seconded by Councilmember Hanford to adjourn the meeting. On vote,  
Motion carried (5-0).

**MEETING ADJOURNED: 9:16 p.m.**

  
\_\_\_\_\_  
Geoffrey Thomas, Mayor  
\_\_\_\_\_  
Elizabeth M. Adkisson, MMC, City Clerk

*Minutes approved at the Regular Business Meeting of February 20, 2018.*